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NASA Procedural Requirements

NPR 1400.1C

Effective Date: February 13, 2002

Expiration Date: February 13, 2007

COMPLIANCE IS MANDATORY

NASA Directives System Procedural Requirements w/Changes 1-4, 12/5/03

Responsible Office: Management Systems Division[Reducing Cycle Time to Coordinate NASA Directives, N F2M 1400-29.](#)

Table of Contents

[Change History](#)

[Preface](#)

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 References
- P.5 Cancellation

[CHAPTER 1. NASA Directive System](#)

- 1.1 Goal
- 1.2 Objective
- 1.3 Directive Types
- 1.4 Process
- 1.5 NASA Online Directives Information System (NODIS)
- 1.6 Case Files

[CHAPTER 2. NASA Directives Format](#)

- 2.1 NASA Policy Directives (NPD)
- 2.2 NASA Procedural Requirements (NPR)
- 2.3 NASA Charters
- 2.4 Directive Numbers
- 2.5 Effective and Expiration Dates
- 2.6 Gender-Neutral Language in Directives
- 2.7 Plain Language
- 2.8 Center Directives
- 2.9 Style References

[CHAPTER 3. Responsible Officials](#)

- 3.1 Associate Deputy Administrator

- 3.2 Assistant Administrator for Management Systems
- 3.3 Officials-in-Charge (OIC) of Headquarters Offices
- 3.4 NASA Center Directors
- 3.5 Institutional Program Offices (IPO)
- 3.6 NASA General Counsel
- 3.7 Inspector General
- 3.8 NASA Chief Financial Officer
- 3.9 Assistant Administrator for Human Resources and Education
- 3.10 Management Assessment Division
- 3.11 Directives Managers
- 3.12 Quality Control Liaison
- 3.13 Agency Records Officer

CHAPTER 4. Directives Numbering

- 4.1 Numbering Scheme
- 4.2 Subject Classification Numbers

APPENDIX A. Sample Numbering of NPD and NPR Paragraphs

APPENDIX B. Sample NPD and NPR

APPENDIX C. Sample Summary of Disposition of Comments

APPENDIX D. Subject Classification Listing

Change History

NPR 1400.1C, Subject: NASA Directives System Procedures and Guidelines

1	2/19/03	1.4.2.3 The Official Review Process. To shorten the review period for NPD's from 30 days to 20, shorten the review of NPG's from 60 day to 30. (Per Jennings Reducing Cycle Time to Coordinate NASA Directives memo dated 2/19/03.)
2	3/12/03	3.3.3 Process for Publishing Interim Policy. To limit the approval of interim policy to the originating OIC, the Office of Management Systems, and the Office of the General Counsel, to extend the sunset date from 6 months to 12 months, and to make the Management Assessment Division solely responsible for linking the interim policy to NODIS.
3	11/18/03	Appendix B Sample NPD and NPG. To provide formatting guidance for NPG's by including a link to download an MS Word sample NPG.
4	12/5/03	Per memo signed by the Associate Deputy Administrator for Institutions and Asset Management, James L. Jennings, dated 12/5/03, all NPGs current on 12/5/03 are now NASA Procedural Requirements(NPRs) . NPR contents are mandatory/requirements. Therefore, all references to NPG's have been changed to NPR's.
5	12/19/03	Change 2.2.1 from "NPR's established procedures and guidelines to implement NASA policies" to "NPR's establish requirements and procedures to implement NASA policies."

NPR 1400.1C	
TOC ChangeHistory Preface Chp1 Chp2 Chp3 Chp4 AppdxA AppdxB AppdxC AppdxD	ALL
NODIS Library Organization and Administration(1000s) Search	

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Preface

P.1 Purpose

This NPR provides responsibilities, procedures, and guidelines for creating, revising, reviewing, approving, publishing, and cancelling, internal NASA policies and procedures and guidelines.

P.2 Applicability

This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

P.3 Authority

[NPD 1400.1](#), NASA Directives System.

P.4 References

[NPR 1441.1](#), Records Retention Schedules

P.5 Cancellation

NPG 1400.1B, NASA Directives System Procedures and Guidelines, dated April 25, 2000.

/s/ Jeffrey E. Sutton
Assistant Administrator for Management Systems

CHAPTER 1. NASA Directives Systems

1.1 Goal

The goal of the NASA Directives System is to promote a standard process for creating, revising, reviewing, approving, publishing, and cancelling NASA policies and procedures and guidelines across the Agency.

1.2 Objectives

The objectives of directives management are to document Agency and Center policies, procedures, and guidelines and to provide Agency managers with the means to effectively and efficiently convey instructions to employees, customers, and suppliers. Centers may supplement Agency directives with Center-specific guidance in the Center's directives system but must not duplicate or replicate Agency policy in the Center directives system.

1.3 Directive Types

The NASA Directives System consists of NASA Policy Directives (NPD) that are limited to policy and NASA Procedural Requirements (NPR) that provide detailed procedures to implement policy. NPD's and NPR's contain standard elements as prescribed in this NPR.

1.4 Process

Directives must be prepared, reviewed, approved, and published using the [NASA Online Directives Information System \(NODIS\)](#). NODIS provides electronic means to create, review, and comment on draft documents, disposition comments, concur in the directives, approve the directives, control revisions, track document history, generate reports, and publish Agency Directives.

1.4.1 Prereview Process

1.4.1.1 The originator or originating Directives Manager (DM) creates a Directive Request Summary (NODIS NASA Headquarters Form184) for the proposed directive in NODIS. The NODIS NHQ Form184 includes basic information about the directive, such as the subject classification number, the responsible office, the subject, the purpose and justification for a directive, a list of significant changes to a revised directive, and the proposed concurring offices. NODIS automatically notifies the Management Assessment Division that a NODIS NHQ Form184 has been submitted. The Management Assessment Division verifies the data, accepts the NODIS NHQ Form184, and notifies the originating DM to enter the text of the NPD into the NASA Policy Directive Form in NODIS or to provide a Microsoft Word copy of the NPR to the Management Assessment Division to be posted in the Directives Management System (DMS) of NODIS.

1.4.1.2 Once the directive text is in NODIS, the Management Assessment Division prereviews the document to ensure that all elements of the directive are incorporated, it is in the proper format, and conforms to policies and procedures as described in NPD 1400.1 as well as this procedure and guideline. The Management Assessment Division coordinates suggested changes with the originator or DM. The originator or DM notifies the Official-in-Charge (OIC) of the office that is sponsoring the directive that the pre-review process is complete and that the NODIS NHQ Form184 is ready for approval. The OIC approves the NODIS NHQ Form184 to indicate that the proposed directive is ready to begin the Official Review Process.

1.4.2 Official Review Process

1.4.2.1 To begin the Official Review Process, the OIC releases the draft directive by electronically signing NODIS

NHQ Form184 in NODIS. NODIS notifies the Management Assessment Division and the originator or DM that the NODIS NHQ Form184 is signed and that the directive is ready for official review. The Management Assessment Division assigns the draft directive the next Summary of Actions date.

1.4.2.2 Notification of Proposed Summary of Actions. After the Summary of Actions date has been assigned, NODIS places the draft directive on the appropriate monthly Summary of Actions. The Management Assessment Division e-mails a notice to all Headquarters offices that the proposed Summary of Actions is ready for review in NODIS. All Headquarters offices are asked to notify the originating office that they want to be added to or removed from the list of reviewing organizations.

1.4.2.3 The Official Review Process. The final Summary of Actions displays the list of reviewing organizations and the date when the final signature package is due to the Management Assessment Division. Within the time limit, the originating office sets the suspense date for comments and concurrences to be entered into NODIS. Reviewers should be allowed 20 days to comment on NPD's and 30 days to comment on NPR's, unless an exception has been granted to expedite or extend the review period.

1.4.2.4 The Concurrence Process

a. Mandatory Concurring Offices. The Chief Financial Officer (CFO), Office of Human Resources and Education, and General Counsel must review and concur in all directives. The Management Assessment Division must review and concur on the signature package to ensure that all components are included (see 1.4.2.5) and that the package has been processed in accordance with this directive (see 3.11). In the rare case in which concurrence is not achieved by negotiation between the originator and a mandatory concurrence office before the review suspense date, the nature of the impasse must be documented in the signature package in accordance with 1.4.2.5 a.(6).

b. Nonmandatory Concurring Offices. These offices review and concur in proposed directives to ensure proper and complete coordination. However, failure to meet the suspense date will permit the originating OIC to assume the office's concurrence.

1.4.2.5 Administrator's/OIC's Signature Package.

a. The originating office prepares the final hard-copy signature package that must include the following:

- (1) Action Document Summary (NODIS NHQ Form 117) with all concurrences and the approval of the sponsoring OIC (print from the Final Approvals section of NODIS);
- (2) The proposed directive (print NPD's from the Final Approvals section of NODIS);
- (3) Disposition of Comments (an abstract or summary of the Directive Review Form Report; see Appendix C);
- (4) Directive Review Form Report (Report of all Review Comments and Originator's Responses plus any comments received in hard copy) (print from the Final Approvals section of NODIS);
- (5) Any additional documents that convey executive direction or final decisions on the content of the directive, including working group decision documents and supporting material for comment rejection and/or nonconcurrences;
- (6) For nonconcurring offices, the originating office must provide a covering memo that states (i) the issue resulting in the nonconcurrence; (ii) the way in which the originating office attempted to resolve the issue and the outcome of those attempts; (iii) the reason(s) the issue remains unresolved; and (iv) the recommendation of the originating office;
- (7) NASA Directive Request Summary (NODIS NHQ Form184) (print from the Final Approvals section of NODIS); and
- (8) One copy of each directive to be cancelled by the proposed directive when it is approved.

b. The originating DM submits the Administrator's signature package to the Management Assessment Division, which reviews and approves the final signature package and processes it for submission to the General Counsel and the Associate Deputy Administrator.

1.4.3 Final Approval

All NPD's are signed by the NASA Administrator. The Headquarters Correspondence Management Office reviews NPD's against NASA correspondence standards prior to signature approval by the Administrator. Ordinarily, NPR's are signed by the OIC of the office responsible for the NPR. The Headquarters Correspondence Management Office reviews NPR's prior to OIC signature approval. When signed, a directive becomes an official NASA directive and is published in the NODIS library where it can be accessed via the Internet.

1.5 NASA Online Directives Information System (NODIS)

NODIS is a computerized tool that resides on the Internet. It provides an electronic process to a. create, review, and comment on draft documents; b. disposition comments; c. concur in and approve directives; d. control revisions and track document history; e. generate reports; and f. publish and cancel Agency Directives. NODIS provides access to the current version of all approved directives in an online library. The NODIS library includes all approved Agencywide NASA Directives, access to Center-level directives, and other guidance used by NASA such as the Code of Federal Regulations, Executive Orders, OMB Circulars, and standards, enabling users access to view and print them.

1.5.1 Linking Other Guidance and ISO 9000 Documentation to NODIS

1.5.1.1 When an OIC determines that a standard, work instruction, or guidance is applicable outside the office of origination, but not appropriate for inclusion as a directive, the OIC should ensure that the document is available through linkage to NODIS. This should be coordinated with the Management Assessment Division.

1.5.1.2 Hierarchy of NASA Policy Documents. The ["NASA Strategic Plan," NPD 1000.1](#); the ["NASA Strategic Management System," NPR 1000.2](#); ["The NASA Organization," NPR 1000.3](#); ["Program/Project Management," NPD 7120.4](#); ["Program and Project Management Processes and Requirements," NPR 7120.5](#); and the NPD's and NPG's that are currently being coordinated for the other crosscutting processes-Generate Knowledge and Communicate Knowledge-documenting the overarching management system of the Agency. The documents required by the International Organization for Standardization (ISO) 9001 documentation model detail core processes and office work instructions that implement the policy and procedures promulgated in NASA directives. Only create the documentation required at each level. If there is no requirement for documentation at a particular level, do not create any. At each level, these documents should link or point to NASA Directives and other technical documentation rather than incorporating guidance that exists elsewhere. The hierarchy of NASA policy and procedure documents is as follows:

- a. Level 1 NASA Policy Directives,
- b. Level 2 NASA Procedural Requirements,
- c. Level 3 Multiple Center Requirements (such as Space Shuttle operations),
- d. Level 4 Center Policy Directives,
- e. Level 5 Center Procedures and Guidelines,
- f. Level 6 Center ISO Quality Manual,
- g. Level 7 Center ISO System Level Procedures,
- h. Level 8 Center ISO Office Work Instructions, and
- i. Level 9 Center ISO Quality Records and Forms.

1.6 Case Files

The case file consists of all the material included in the Administrator's/OIC's Signature Package (see 1.4.2.5). The Management Assessment Division manages directives case files.

CHAPTER 2. NASA Directives Format

2.1 NASA Policy Directives (NPD)

2.1.1 NPD's document NASA policy, responsibilities and authorities. NPD's must not exceed four pages and may have one attachment that may be text and/or graphics.

2.1.2 NASA Headquarters is responsible for issuing NPD's. NPD's require coordination among the appropriate Headquarters offices and approval by the Administrator.

2.1.3 To create an NPD, select the "Build Directive" in the NODIS DMS, then complete the NASA Directive Policy Form containing the following elements:

- a. Masthead: type of directive (NASA Policy Directive), directive number, effective date, expiration date, responsible office, and subject. (Populated by information from the NHQ 184 Form.)
- b. Body: 1. Policy, 2. Applicability, 3. Authority, 4. References, 5. Responsibility, 6. Delegation of Authority, 7. Measurements, and 8. Cancellation. (NOTE: If applicable. If not applicable, state "None.")
- c. Signature Block. (Populated by NODIS.)
- d. Attachment.
- e. Distribution. (Populated by NODIS)

2.2 NASA Procedural Requirements (NPR)

2.2.1 NPR's establish requirements and procedures to implement NASA policies.

2.2.2 NPR's are issued from Headquarters by the responsible OIC who may assign responsibility to write the NPR to a Lead Center supported by an Agencywide team. [NPR 7120.5, Program and Project Management Processes and Requirements](#), is an example. It was written by the Program Management Council Working Group, chaired by Marshall Space Flight Center, and issued from Headquarters by the Office of the Chief Engineer.

2.2.3 NPR's must contain, but are not limited to, the following elements:

- a. Cover;
- b. Table of contents;
- c. Preface. The preface contains the following standard paragraphs: P.1 Purpose, P.2 Applicability, P.3 Authority, P.4 References, and P.5 Cancellation (when appropriate); and
- d. Chapters.

2.3 NASA Charters

Charters for standing councils, boards, panels, and committees that are mandated by statute or by the NASA Administrator must be documented in [NPR 1000.3, "The NASA Organization."](#) Charters must contain the following standard paragraphs: 1. Purpose, 2. Applicability/Scope, 3. Authority, 4. Functions, 5. Membership, 6. Meetings (OPTIONAL). In all cases the Council or Board shall meet at the call of the Chair. The meetings paragraph should be included if the Council or Board is charged with meeting a specific number of times a year (or on specific dates.), 7. Duration (OPTIONAL). Unless otherwise specified the Council or Board will continue until the directive establishing it is cancelled or amended, since the Councils and Boards chartered in The NASA Organization are intended to be

permanent. The Administrator may establish temporary Councils or Boards without chartering them in the NPR1000.3, and 8. Records.

2.4 Directives Numbers

NASA Directives are assigned a number that is a unique identifier. This unique identifier is used to ensure the integrity of the document control process used to track the history of the directives. (See Chapter 4)

2.5 Effective and Expiration Dates

A directive takes effect on the date that the approving official signs it. It expires 5 years after its effective date. The originating office will reevaluate the directive to determine whether to revalidate, revise, or cancel the directive not less than 90 days prior to the expiration date.

2.6 Gender-Neutral Language in Directives

NASA directives will use gender-neutral language.

2.7 Plain Language

NASA directives will be written in plain language as directed in the President's Memorandum for the Heads of Executive Departments and Agencies, dated June 1, 1998, Subject: Plain Language in Government Writing.

2.8 Center Directives

Centers may issue Center directives following the NASA Directives System format. Center directives must expire not later than 5 years after they take effect. Centers may issue directives only . when circumstances arise for which Agency directives do not provide adequate policy or instructions or the situation is unique to a particular Center.

2.9 Style References

- a. Government Printing Office. 1984. *United States Government Printing Office Style Manual, 1984*. Washington, DC: Government Printing Office.
- b. Sabin, William A. *The Gregg Reference Manual*, Eighth Edition. McGraw-Hill

CHAPTER 3. Responsible Officials

3.1 Associate Deputy Administrator

The Deputy Administrator, or as directed, the Associate Deputy Administrator determines the need for each directive and directs the appropriate NASA officials to coordinate the directive, assigns suspense dates for the coordination process, and concurs on each directive in its final form before securing the approval signature.

3.2 Assistant Administrator for Management Systems

The Assistant Administrator for Management Systems has overall management responsibility for the NASA Directives System.

3.3 Officials-in-Charge (OIC) of Headquarters Offices

3.3.1 Overall Responsibility. OIC's determine their organization's need for a directive, assign the action to create or revise a directive to staff members, submit directives for the monthly Summary of Actions Report, secure appropriate coordination and approval signatures on directives, cancel directives when they are no longer needed, and designate a Directives Manager to assist, guide, and monitor the organization's directives activities. OIC's are responsible for determining which directives their office should review during the concurrence cycle.

3.3.2 Waiver Process. Should a directive include a provision to permit a waiver or deviation from a requirement found therein, the authorization must be made by the OIC in accordance with the procedures specified in the directive.

3.3.3 Process for Publishing Interim Policy.

3.3.3.1 The originating office must a. secure the written approval of the proposed Interim Policy by the originating OIC, the Office of Management Systems, and the Office of the General Counsel by explaining the exact urgent requirements that make the use of an Interim Policy necessary, and b. submit the approved Interim Policy to the Management Assessment Division for processing.

3.3.3.2 Should the need arise for the promulgation of Interim Policy or procedure, the temporary document will be linked to NODIS as prescribed by the Management Assessment Division.

3.3.3.3 The originating office must either incorporate the interim policy into an existing directive or create a new directive. Revised or new directives must be coordinated using the process described in paragraph 1.4 and be approved by the Administrator. Interim Policy has a sunset date 12 months after approval.

3.4 NASA Center Directors

NASA Center Directors, or designee(s), are responsible for ensuring compliance with NASA directives and ensuring that Center directives do not supersede or duplicate material adequately provided in the NASA Directives System. Center Directors are responsible for designating a Center Directives Manager as a point of contact to assist, guide, and monitor directives activities. Center Directors or designees are the signature authority for Center directives.

3.5 Institutional Program Offices (IPO)

IPO's are responsible for coordinating directives with their respective Centers, representing the position taken by the Centers, and consolidating Center comments into a single position for their respective institutional area.

3.6 NASA General Counsel

The NASA General Counsel is responsible for reviewing for legal propriety and commenting on all directives during the coordination and clearance process and for concurring prior to concurrence by the Deputy Administrator, or by direction, the Associate Deputy Administrator and signature by the cognizant approving NASA official.

3.7 Inspector General

The Inspector General is responsible for reviewing and commenting on all directives during the Official Review Process to identify their possible impact on effectiveness of NASA programs and preventing fraud, waste, and abuse in NASA programs.

3.8 NASA Chief Financial Officer

The NASA Chief Financial Officer is responsible for reviewing and concurring on all directives to ensure that proper consideration is given to financial issues.

3.9 Assistant Administrator for Human Resources and Education

The Assistant Administrator for Human Resources and Education maintains [NPR 1000.3, The NASA Organization](#), and coordinates any revisions to it. The Assistant Administrator for Human Resources and Education coordinates the review of proposed directives with the national offices of Federal labor organizations and is responsible for reviewing and concurring on all directives.

3.10 Management Assessment Division

The Management Assessment Division is responsible for the management of the NASA Directives System through the establishment and enforcement of policies and procedures in [NPD 1400.1](#) and this NPR. The Management Assessment Division is responsible for the following:

- a. Assisting and supporting the Deputy Administrator or Associate Deputy Administrator in processing NASA directives,
- b. Reviewing and concurring on all directives (see 1.4.2.4 a.),
- c. Ensuring that proper attention has been given to comments received from reviewing officials during the coordination process and that any nonconcurrences are resolved or rationale for nonacceptance is documented and available in the signature package (see 1.4.2.5),
- d. Verifying the accuracy of the directive in its final form and the completeness of the signature package when it goes to the Deputy Administrator or the Associate Deputy Administrator for concurrence and the appropriate NASA official for signature,
- e. Tracking, monitoring, and reporting activities associated with processing NASA directives,
- f. Ensuring document control through maintenance of the NODIS library, the NODIS database, and the signed approval package, and
- g. Training and assisting originators and Directives Managers in the performance of their duties.

3.11 Directives Managers

3.11.1 The Directives Managers are the points of contact in each Headquarters organization and each NASA Center for matters dealing with and pertaining to NASA directives. They assist and support the OIC's and Center Directors with directives activities and issues, including assurance that directives are prepared and coordinated in accordance with prescribed requirements.

3.11.2 Center Directives Managers are responsible for --

- a. Managing the Center's Directives Management process.
- b. Providing assistance for Center personnel in accessing the NODIS Library.
- c. Coordinating the official Center review of Agency directives.
- d. Determining appropriate reviewer(s) and ensuring that the reviewer(s) have access to directives.
- e. Consolidating the reviewer(s) comments into the official Center response.
- f. Submitting Center's official comments to IPO on or before IPO's suspense date.
- g. Managing and maintaining a current online repository for Center directives.
- h. Maintaining a master list of Center directives.
- i. Maintaining case files for all Center directives in accordance with [NPR 1441.1, Records Retention Schedules](#).

3.12 Quality Control Liaison

Each Headquarters code has a designated assigned Quality Control Liaison (QCL). Directives signature packages must be reviewed by the QCL of the originating organization. The QCL must sign on the Action Document Summary (NHQ Form 117).

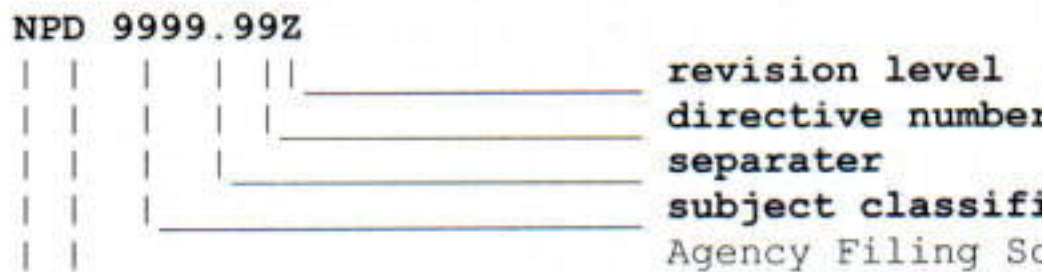
3.13 Agency Records Officer

The Agency Records Officer maintains the Agency Filing Scheme's subject classification list ([NPR 1441.1, Appendix A](#)), used to number directives in coordination with the Management Assessment Division, the Headquarters Correspondence and Mail Communications Management Office, and the Office of the General Counsel.

CHAPTER 4. Directives Numbering

4.1 Numbering Scheme

Directives numbers are comprised of six elements that create a unique identifier-- one or two letters indicating NASA Center, two letters indicating the directive type, four numbers indicating the subject classification, a separator (period), the directive number (serial), and a letter indicating the revision level:

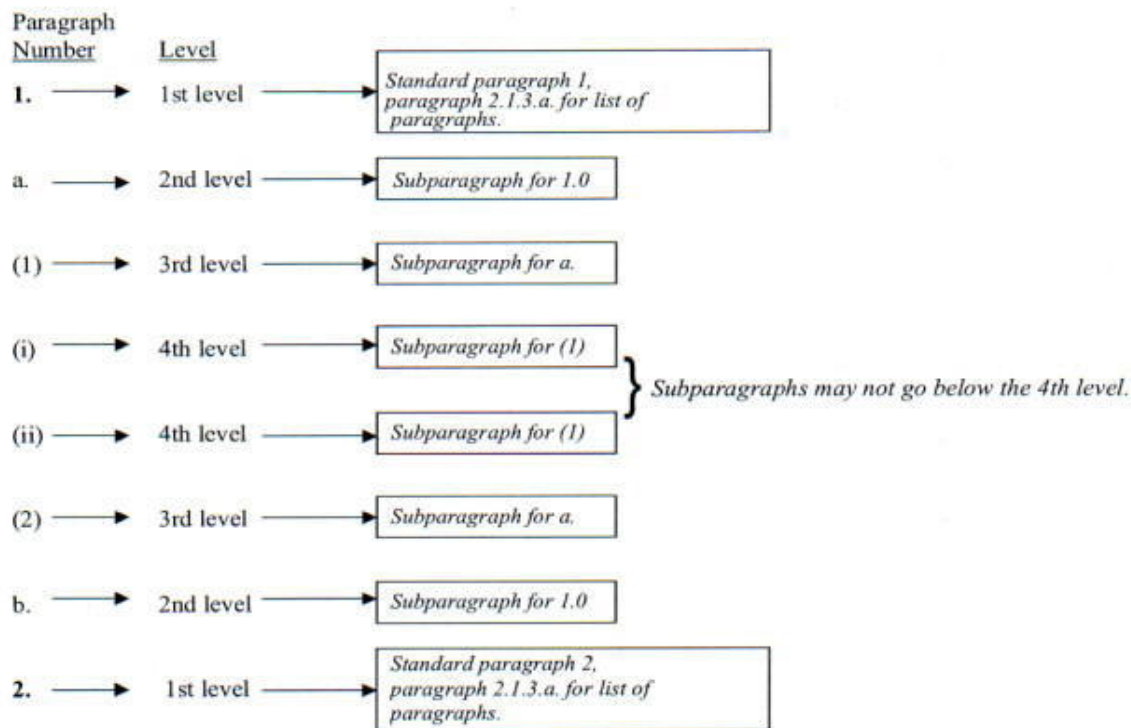


4.2 Subject Classification Numbers

The numbers used to classify NASA Directives are the same subject classification numbers in both the Agency Retention Schedules, the body of [NPR 1441.1](#), "Records Retention Schedules" and the Agency Filing Scheme, the Appendix A of NPR 1441.1. (NOTE: Anomalies in NPR 1441.1 will be corrected and coordinated with the National Archives and Records Service.)

APPENDIX A. Sample Numbering of NPD and NPR Paragraphs

A.1 NPD - Paragraph Numbering



Use this numbering convention for standard paragraphs 1-8 in NPD's

A.2 NPR - Paragraph Numbering

[\(CLICK HERE to retrieve MS Word Sample for NPRs\)](#)

A.2.1 Preface paragraphs will be numbered as follows:

Effective Date:

Preface:

P.1 PURPOSE

a.

(1)

(i)

(ii)

(2)

b.

P.2 APPLICABILITY

P.3 AUTHORITY

P.4 REFERENCES

P.5 CANCELLATION

(Name of Official-in Charge of Headquarters Office)
Associate Administrator for
(Office Title)

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NODIS

A.2.2 Chapters will be numbered as follows:

Chapter 1: Title

(level 1)

1.1 (level 2) Lists within a sentence are lettered as follows:

a. Lists within list are numbered:

(1) Lists within list are numbered as follows:

(i)

(ii) (numbers will not exceed the Roman numeral level)

(2)

b.

1.1.1 (level 3) Subparagraph number.

1.1.1.1 (level 4) Subparagraph numbers will not exceed the 4-digit number level.

1.2

(level 2)

1.3

(level 2)

A.2.3 Appendices.

Appendices are lettered--Appendix A: Title; Appendix B: Title. If the appendix is created by the directive's originator, internal paragraphs will be numbered or otherwise uniquely identified using either of the methods described above. If the appendix is a document not controlled by the originator, the author's internal numbering will be accepted.

APPENDIX B. Sample NPD and NPR



NASA POLICY DIRECTIVE

Directive: NPD 0108.4B
Effective Date:
Expiration Date:

Responsible Office: JM / Management Assessment Division

Subject: (SAMPLE) TITLE/SUBJECT OF THE NASA POLICY DIRECTIVE (NPD)

1. POLICY

a. NPD's are statements of NASA policy and are written in clear, language that is easy to understand. NPD's should be limited to four typeset pages. An Attachment (optional) may be included for sample metrics or graphic displays of sample measurements.

b. NPD's describe the "what" required by NASA management to achieve NASA's vision and mission as described in the NASA Strategic Plan.

2. APPLICABILITY

NPD's are applicable "to NASA Headquarters and NASA Centers, including Component Facilities."

3. AUTHORITY

List 42 U.S.C. 2473(c)(1), Section 203(c)(1), of the National Aeronautics and Space Act of 1958, as amended, or other laws, Executive orders, statutory citations, or external references that authorize the directive or mandate the need for the NPD. For public laws, or Executive orders, cite the number and date; titles are optional. Associated internal or external NASA documents are cited under Paragraph 4. References.

4. REFERENCES

List any NASA or other external documents relied upon or that are closely associated with the NPD. Cite the number and title.

(For documents to be hyperlinked from within the text, cite the title and address, e.g., http://nodis3.gsfc.nasa.gov/library/main_lib.html)

5. RESPONSIBILITY

Identify the NASA Officials-in-Charge of Headquarters Offices or their designees and/or Center Directors or their designees who are responsible for implementing and managing the NPD.

a. Officials-in-Charge of Headquarters Offices are responsible for the overall management of this policy and for the following:

- (1) Identifying those who are empowered to accomplish the policy; and
- (2) Identifying those who are accountable for enforcing the policy.

b. Center Directors are responsible for the following:

- (1) Ensuring implementation.
- (2) Keeping the IPO's informed.

6. DELEGATION OF AUTHORITY

The Delegation of Authority paragraph is reserved for direct delegation from the Administrator to a specific position. Any other levels of delegation should be cited in The NASA Organization, NPR 1000.1.

7. MEASUREMENTS

This paragraph must include specific metrics that address outputs, outcomes, impacts, and/or levels of customer satisfaction appropriate to the subject of the specific NPD. Good metrics will respond positively to the following criteria:

- a. Validity - Does it, with reasonable fidelity, measure results due to NASA action?
- b. Selectivity - Will it accurately discriminate between poor, good, and extraordinary performance?
- c. Applicability - Can measurements be reasonably substantiated and supported by available data?

8. CANCELLATION

NPD 1111.1, dated December 1, 1998.

Sean O'Keefe
Administrator

ATTACHMENT A: (TEXT)

Text of a sample metric or measures. (Attachment is optional.)

(URL for Graphic)

Address of graphic metric, e.g., http://nodis3.gsfc.nasa.gov/library/main_lib.html.

DISTRIBUTION:
NODIS

[CLICK HERE to retrieve MS Word Sample for NPRs](#)

APPENDIX C. Sample Summary of Executive Summary of Comments

C.1 Sample One

Executive Summary of Comments by Organization		
NPR 0000.1A, NASA Procedures and Guidelines		
Code X has nonconcurred. Code O has not concurred.		
The following Codes concurred without comment: B, C, K, L, P, S, and U.		
The following Codes made editorial comments that were accepted as appropriate: G, H, I, M, Q, R, and Y.		
Summary of Substantive Comments		
Code	Reviewers' Comments	Disposition of Comments
D		Rejected. (State reason for rejection.)
N		Accepted.

C.2 Sample Two

Executive Summary of Comments by Issue		
NPR 0000.1A, NASA Procedures and Guidelines		
Code X has nonconcurred. Code O has not concurred.		
The following Codes concurred without comment: B, C, K, L, P, S, and U.		
The following Codes made editorial comments that were accepted as appropriate: G, H, I, M, Q, R, and Y.		

Summary of Substantive Issues		
Code S	Issues	Disposition of Issues
D, N, X		Rejected. (State reason for rejection.)
N, O, T		Accepted.

APPENDIX D. Subject Classification Listing

Subject Classification Listing